

DD/S 63-3960
63-789

OFFICE OF THE DIRECTOR

Action Memorandum No. A-297

Date 18 September 1963

TO : Deputy Director (Plans)
Deputy Director (Intelligence)
Deputy Director (Support)
Deputy Director (Science & Technology)
Office of General Counsel
SUBJECT : DCI or DDCI Hosted Luncheon Functions
REFERENCE:

In order to clarify procedural aspects of DCI and DDCI hosted luncheon functions, addressees are requested to advise their staffs that the following instructions apply in addition to requirements cited in paragraph 22

25X1A

"Requests for the DCI or the DDCI to host a luncheon shall be accompanied by a recommended seating arrangement which includes appropriate titles and organization affiliation. If place cards are desired, this should be so noted on the seating lists. The final guest lists and seating arrangements should be forwarded to Executive Registry before 10:00 A. M. the day prior to the scheduled luncheon."

Lyman B. Kirkpatrick
Executive Director

(CLASSIFICATION)